991

National
Endowment
for the Arts

Application
Guidelines
Fiscal Year 1991

91 Literature

NF 2.8/2-2:

READEX FICHE best copy available

OMB No. 3135–0049 Expires 8/31/91

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Fellowships			
Fellowships for Creative Writers: Fiction, Poetry, and Creative Non-Fiction	March 5, 1990	Jan. 1991	Jan. 1, 1991
Translators	Jan. 11, 1990	Oct. 1990	Oct. 1, 1990
Senior Fellowships for Literature	Nominations must be submitted by July 2, 1990		
Literary Publishing			
Assistance to Literary Magazines	July 2, 1990	April 1991	May 1, 1991
Small Press Assistance	August 1, 1990	April 1991	May 1, 1991
Distribution Projects	Sept. 11, 1990	April 1991	May 1, 1991
Audience Development			
Residencies for Writers and Reading Series	Dec. 4, 1989	July 1990	Sept. 1, 1990
Literary Centers	Dec. 4, 1989	Oct. 1990	Oct. 1, 1990
Audience Development Projects	Dec. 4, 1989	Sept./Oct. 1990	Oct. 1, 1990
Professional Development	Jan. 11, 1990	Oct. 1990	Oct. 1, 1990

Individuals must request Literature Program guidelines each year they wish to receive them. An individual who has received guidelines in the past will not automatically receive them this year. The Literature Program has adopted this policy because of the large number of guidelines which have been returned as undeliverable.

LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
National Endowment for the Arts
continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out this mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

Table of Contents

Introduction	4
We Fund	4
We Do Not Fund	4
Important Information	4
Application Review	6
Fellowships	7
Fellowships for Creative Writers: Fiction, Poetry and Creative Non-Fiction	7
Fellowships for Translators	11
Senior Fellowships for Literature	15
Literary Publishing	16
Assistance to Literary Magazines	16
Small Press Assistance	19
Distribution Projects	22
Audience Development	24
Residencies for Writers and Reading Series	27
Assistance to Literary Centers	29
Audience Development Projects	31
Professional Development	32
Other Programs of Interest	34
Application Information	34
Legal Requirements	34
Assurance of Compliance	36
How to Apply	36
Instructions for Completing Organization Grant Application Form	37
Application Forms	41
Individual Grant Application Form NEA–2 (Rev.)	41
Organization Grant Application Form NEA–3 (Rev.)	43
Application Acknowledgment Cards and Application Checklist	Back cover

Introduction

The Literature Program of the National Endowment for the Arts assists individual creative writers of excellence or promise, encourages wider audiences for contemporary literature, and helps support nonprofit organizations that foster literature as a professional pursuit.

Grants cover a broad range of literary activities, from the traditional to the innovative, and aid individuals and organizations at various stages of development.

The Endowment is concerned with supporting the highest standards of quality, encouraging the best writing that reflects the diversity of the American experience, and aiding the development of creativity in the field. The Literature Advisory Panel welcomes applications from minority artists and organizations and applications for projects involving previously underserved constituencies.

We Fund

Individuals

Fellowships are available to published creative writers (including translators) of exceptional talent. Fellowships are awarded only to United States citizens or permanent residents of the U.S.

Organizations

In addition, grants are available to nonprofit, tax-exempt organizations of the highest artistic level and of national or regional significance that:

- Publish, distribute, or promote volumes of poetry, fiction, plays, and belles lettres by contemporary writers. Organizations publishing primarily plays or other theater-related material should apply to the Theater Program (see page 32).
- Publish journals of contemporary creative literature.
- Sponsor residencies for writers.
- Promote and develop audiences for contemporary creative writing.
- Provide services to writers.

We Do Not Fund

- Commercial presses and magazines.
- Student publications.
- Organizational newsletters.
- Regular curricula of educational institutions.
- Completion of college or graduate degrees.
- Faculty salaries.
- Journalism.
- Scholarly writing.
- Creation of new organizations.
- Purchase of capital goods and equipment.
- Construction.
- Vanity or self-publication.

Important Information

Please read this booklet carefully. Be sure to review all information on this and the following two pages before reading the category descriptions.

If you decide to apply for a fellowship, full instructions appear in the fellowship section. If you decide to apply for a project grant, consult both the general instructions on how to apply (beginning on page 36) and the special application requirements which appear in many sections. These requirements tell what material you must include as part of your application package. **Do not send the material separately**. Your application will be reviewed according to the process described on page 6. Applications must be postmarked by the category deadline date; no exceptions will be made.

(Continued on next page)

Important Information, continued

If you need help with your application, write or phone:

Literature Program, Room 723
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5451

Legal Requirements

Organizations supported by the Endowment must meet the legal requirements on page 34.

If a qualified organization does not have the appropriate legal status, a nonprofit organization with that status usually may apply on the group's behalf (except for certain presses; see page 19). Such an organization must agree to sponsorship and must submit the application. The applicant organization must work closely with the group on whose behalf it is applying and must undertake full, accurate accounting of and full legal responsibility for the ways in which grant funds are spent. If you have any questions in this area, please contact the Literature Program.

Scope of Projects

Start-up money is not available; no organization should anticipate receiving funding before having established a credible record.

Organizations may request assistance to strengthen existing programs or to develop previously supported projects. Though the Endowment welcomes the vitality of new programs and activities, do not plan new projects which are beyond your means, or which cannot be sustained without continued Endowment funding.

Matching Funds

Grants to organizations may be used to pay up to half the cost of any project. Organizations grantees must match funds awarded for any project on at least a one-to-one basis.

Fellowships to individuals are awarded on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years. Grants are not renewable.

Final Reports

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the February 1988 or any prior meeting of the National Council on the Arts are ineligible for subsequent funding from the Endowment Program (any category) where the delinquent Final Report was due. NOTE: Grants awarded prior to FY 1984—grant letters date on or before September 30, 1983—are not covered by this policy.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the May 1988 or any subsequent meeting of the National Council are ineligible for subsequent funding from any Endowment Program.

Any Final Reports not previously submitted must be mailed immediately to:

Grants Office Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

(Continued on next page)

Publication

The National Endowment for the Arts urges grantees who produce books or other publications to take advantage of the free cataloging service of the Cataloging-in-Publication Division of the Library of Congress.

Cataloging-in-Publication provides publishers with the cataloging data to be printed in the book. Having this data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information contact:

Library of Congress
Cataloging-in-Publication Division
Washington, D.C. 20540
202/287-6372

In addition, for information on industry standard numbers for indexing books and serial publications, grantees may wish to contact:

International Standard Book Number Agency
205 East 42nd Street
New York, N.Y. 10017
212/916-1600

Copyright

If you need information on how to apply for copyright, or if you want forms for filing, contact:

U.S. Copyright Office
Library of Congress
Washington, D.C. 20559
202/557-8700

Professional Assistance

The Literature Program is unable to advise authors on the merits of their manuscripts, offer direct financial assistance to authors for publication of their manuscripts, suggest the names of potential publishers, or give employment advice.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 33.

Application Review

The Literature Advisory Panel, a rotating committee of experts in the field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will receive an official grant award or rejection letter in accordance with the Application Calendar inside the front cover of these guidelines.

When notified of receipt of a grant, applicants must request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

All inquires about grants and procedures should be directed to the Literature Program.

Fellowships

Fellowships are available to published creative writers and translators of exceptional talent through two categories: Fellowships for Creative Writers: Poetry, Fiction, and Creative Non-Fiction and Fellowships for Translators. In addition, Senior Fellowships for Literature honor and assist creative writers and other literary professionals who have won the acclaim and respect of their peers but who are not widely known outside the literary community.

Fellowships for Creative Writers: Fiction, Poetry, Creative Non-Fiction

Fellowships for Creative Writers enable them to set aside time for writing, research, or travel and generally to advance their careers.

Eligibility

Creative writers of exceptional talent who meet the publication requirements listed below are eligible to apply. Applicants must be United States citizens or permanent residents of the U.S. An individual may submit only one application per year for a Literature Program fellowship. You may not apply for a creative writing fellowship and a translation fellowship in the same year. You are not eligible to apply this year if you have received a Literature Program fellowship, either writing or translation, since December 1986. No individual may receive more than three Creative Writing Fellowships.

You must apply in a specific genre and you must establish your eligibility in the genre in which you apply. You may not use self-publication (including work that has appeared in a publication for which you are editor, publisher, or staff) or vanity press publication to meet eligibility requirements; such work, however, may be submitted as the manuscript sample to be considered by the panel. Requirements for the different genres follow. No exceptions are made to the eligibility requirements.

You are eligible to apply in Fiction if since January 1, 1980 you have published:

- At least five short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications which regularly include fiction as a portion of their format, or
- A volume of short fiction or a collection of short stories, or
- A novel or novella.

You are eligible to apply in Poetry if since January 1, 1980, you have published:

- A volume of 48 or more pages of poetry, or
- Twenty or more poems or pages of poetry in five or more literary journals, anthologies, or publications which regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

You are eligible to apply in Creative Non-Fiction if since January 1, 1980, you have published:

- At least five creative essays (such as personal essays, memoirs, etcetera) which have appeared in two or more literary journals, anthologies, or publications that regularly include creative prose as a portion of their format, or
- A volume of creative essays.

Journalism, including book reviews, and scholarly writing may not be used to establish eligibility.

(Continued on next page)

Eligibility, continued

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grant Amount

Fellowships for Creative Writers are for $20,000.

Review Criteria

In reviewing applications, advisory panelists consider solely the literary quality of the manuscript submitted. The identify of the applicant is not known to the panelists.

Deadline and Announcement Dates

Applications will be accepted between January 1, 1990 and March 5, 1990. Do not send applications before January 1, 1990. Applications must be postmarked on or before March 5, 1990.

Receipt of your application will be acknowledged. Notices of approval and rejection will not be sent before January 1991.

Application Requirements

Because Literature panelists must read a large number of manuscripts in a limited amount of time, we require your help in submitting materials in the proper form. Manuscript material must be legible, clearly reproduced, and properly collated. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies are acceptable, but do not send onionskin copies. Do not use legal-sized paper; all paper should be 8½" × 11". Number the pages of your manuscript in the upper right-hand corner and staple each copy. Please follow these guidelines closely, and do not crowd the pages of your manuscript with so much material that it is difficult to read or appears to violate the spirit of the length requirement. Failure to observe the requirements may jeopardize your application in the review process. Late applications cannot be accepted. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Your application package must include the required number of copies of each of the items listed below:

1. Application Form

One blank individual Grant Application Form, NEA-2 (Rev.) can be found at the back of this booklet. Complete and return the original and two photocopies. The following items on the form may require clarification:

- 1. Name: Applicants using pen names must list their legal name first on the application. All transactions with the Endowment must be made using the legal name.
- 2/3. Addresses: Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address.
- 4. Literature Program Fellowships: Indicate the genre ("Fiction," "Poetry," or "Creative Non-Fiction").
- 8. Period of Support Requested: A fellowship must be scheduled to begin between January 1991 and December 1991.
- 10. Description of Proposed Activity: No project description is necessary.
- 11. Summary of Publications: In the space provided, list the specific published works which establish your eligibility. Note the titles, publishers, and publication dates. Please underline the titles of books.

(Continued on next page)

2. Manuscript Material

Your application package must include clearly reproduced copies of one of the following manuscript samples of work written since January 1, 1985.

- **Five copies** of 10 typescript pages of poetry, with no more than one poem per page, or one long poem (or section of long poem) not to exceed 15 pages in length; or
- **Five copies** of a minimum of 20 to maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, or creative non-fiction in typescript, double-spaced; or
- **Five copies** of a novel excerpt not to exceed 50 pages (12,500 words of typescript, doubled-spaced.
- **One copy** of an unnumbered cover page which lists the legal name and address of the applicant and the title(s) of the work(s) submitted. The applicant's name or address must not appear on any other page of the material submitted. Titles of poems or stories should appear at the top of every page.

  Copies of manuscripts cannot be returned. Be sure to keep a copy of what you send.

3. Application Acknowledgement Card and Application Checklist

   Self-address and include in your application package the application acknowledgment card and the application checklist which appear on the back cover of these guidelines.

Send all required materials in one package to:

Information Management Division/LIT FEL, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Use Registered, First Class mail. Please note: U.S. Postal Service regulations prohibit the use of padded envelopes for registered parcels. Do not use Special Delivery or Special Handling. If you apply near the deadline, please allow us more time to return your acknowledgment card. We strongly recommend that you send materials "return receipt requested," which will serve as your immediate notification (and postmark proof) that the materials have reached the Endowment's Information Management Division.

(Continued on next page)

The following are answers to some of the most commonly asked questions about Fellowships for Creative Writers:

1. In order to be eligible to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication do not fulfill the requirements. No exceptions are made to the eligibility requirements.

2. You may receive a Creative Writing Fellowship up to three times. However, you may not apply to this round of fellowships if you have received any type of Literature Program fellowship since December 1986, even if you received the fellowship in a genre other than the one in which you intend to apply.

3. You may submit only one application for a Literature Program fellowship this year. You may not apply for a creative writing and a translation fellowship in the same year.

4. The manuscript submission must be in the genre in which you establish your eligibility. (If you receive a fellowship, however, you will not be limited to writing in that genre.)

5. You may submit previously published work, unpublished work, or work in progress; all manuscript submissions, however, must be in typescript or clear photocopies of typescript. Photocopies from books or magazines will not be considered.

6. Absolutely no changes or additions will be accepted in the manuscript once it has been submitted.

7. An applicant's work will be evaluated up to the maximum number of pages allowable. Do not send excess pages, as they will not be read by the panelists.

8. Manuscripts are judged anonymously. If your name, initials, or identifying marks other than the title appear on other than the cover page, your manuscript will be returned to you and your work will not be considered by the panelists.

9. The manuscript should be representative of your best recent work. It is the sole criterion on which your application will be judged. Choose your manuscript sample carefully.

10. Financial and other kinds of need, the body of past work, geographical location of the applicant, academic career, professional reputation, etcetera are not criteria for receipt of a fellowship. The panelists review only the manuscript material.

11. We cannot accept collaborative works or joint applications. Fellowships are individual grants.

12. Only the names of the fellowship recipients will be announced. The names of rejected applicants are kept confidential.

13. The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

If you have any questions about the guideline instructions or application procedures, please call the Literature Program (202/682-5451) before you apply.

Failure to follow the guideline instructions or failure to send a complete application package with all materials under one cover may mean that an application will not be considered by the panel.

Fellowships for Translators

Fellowships are available to published translators of creative literature to enable them to set aside time for specific translation projects (fiction, poetry, drama, and creative non-fiction) from other languages into English.

We seek to encourage translations of writers insufficiently represented in English translation.

Eligibility

You are eligible to apply if, since January 1, 1975, you (alone or in collaboration) have:

- Published a translation into English of a novel or a volume of 50 or more pages of fiction or poetry, or a book-length translation of a work of literary merit; or
- Published a total of 50 pages of translations into English of creative literature in literary magazines, anthologies, or books.
- Had a translation into English of at least one full-length play produced or published.

Applications will be accepted from individuals only. Applicants must be United States citizens or permanent residents of the U.S. (See also page 14, "Important Information About Fellowships for Translators," number 4.)

You are not eligible to apply this year if you have received a Literature Program fellowship in translation or creative writing since December 1986. In addition, you may not apply for a translation fellowship and a creative writing fellowship in the same year nor for more than one translation project. No individual may receive more than three Translation Fellowships.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grant Amounts

Fellowships for translators are for $10,000 or $20,000, depending upon the length and scope of the project. You must specify one of these two amounts on the application form. Fellowships generally will be awarded for the amount requested or not at all.

Copyright Information

You must be able to obtain permission to translate the work specified in your application. **If you are recommended for a translation fellowship, monies will not be released until the Program receives verification of rights** in the form of: 1) a photocopy of the copyright notice for the original work; and 2) a photocopy of a document of consent for translation signed by the holder of the copyright, or verification that the material to be translated is in the public domain. We strongly urge that you ascertain the availability of rights before you apply.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Literary value and quality of the sample translation submitted.
- Literary value and quality of the work to be translated.

Panelists also consider the following factors:

- Need for and importance of the proposed project.
- Extent to which the language, the author, and the specific work are adequately represented in English translation.
- Applicant's ability to carry out the proposed project as demonstrated by:
  —Proficiency in the language to be translated.
  —Familiarity with the culture.
  —Knowledge of and cooperation with the author whose work will be translated.
- Credentials of the author of the original work.

And, for collaborative projects, the collaborators' ability to work together as evidenced by the sample manuscript submitted.

(Continued on next page)

Fellowships for Translators, continued, Deadline and Announcement Dates

Applications will be accepted between November 3, 1989 and January 11, 1990. Do not send applications before November 3, 1989. Applications must be postmarked on or before January 11, 1990.

Receipt of your application will be acknowledged. Notices of approval and rejection will not be sent before October 1990.

Application Requirements

Because Literature panelists must read a large number of manuscripts in a limited amount of time, we require your help in submitting materials in the proper form. Manuscript material must be legible, clearly reproduced, and properly collated. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies are acceptable, but do not send onionskin copies. Do not use legal-sized paper; all paper should be 8 1/2" × 11". Number the pages of your manuscript in the upper right-hand corner and staple each copy. Please follow these guidelines closely, and do not crowd the pages of your manuscript with so much material that it is difficult to read or appears to violate the spirit of the length requirement. Failure to observe the requirements may jeopardize your application in the review process. Late applications cannot be accepted.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Your application package must include the required number of copies of each of the items listed below:

1. Application Form

   One blank Individual Grant Application Form NEA-2 (Rev.) can be found at the back of this booklet. Complete and return the original and two photocopies. The following items on the form may require clarification:

- 1. Name: Applicants using pen names must list their legal name first on the application. All transactions with the Endowment must be made using the legal name.

- 2/3. Addresses: Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address.

- 4. Literature Program Fellowships:: Indicate the genre ("Translation") and whether or not this is a collaborative project.

- 8. Period of Support Requested: A fellowship must be scheduled to begin between December 1990 and December 1991.

- 10. Description of Proposed Activity: In the space provided, briefly describe the material you wish to translate, including author(s), title(s), language, and length of material. In addition, explain why it is important that the work be translated.

  Proposed projects should be for creative translations of published literary material from any language into English only. Material to be translated should be of interest for its literary value and quality. Priority will be given to projects for translation of work not previously translated into English. If a work already translated is proposed for retranslation, you must justify the need for a new translation.

- 11. Summary of Publications: In the space provided, list the specific published translations into English which establish your eligibility. If you are using collaborative material to establish eligibility, you must submit a letter co-signed by the collaborator, specifying the role of the collaborator. Note the titles, publishers, number of pages which you translated in each publication, and publication date. Please underline the titles of books.

(Continued on next page)

2. Supporting Materials

- Translators should include with their application **three copies** of their resume or a narrative account of their education and experience (not to exceed three pages). Indicate any time spent in the country of the language to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

  If the proposed project is a collaboration, include **three copies** of the collaborator's resume (three-page maximum) and specify the role of the collaborator.

- Also include **three copies** of a brief resume of the author(s) of the work you wish to translate, or a narrative providing relevant information (not to exceed two pages). List the existing English translations of the author's work, indicate whether the author has been translated into any languages other than English, and, whenever possible, cite reviews of the work in the original language.

3. Manuscript Material

Your application packages must include **seven copies**, clearly reproduced, of a sample of not more than 15 pages of your translation. Your sample must be drawn from the literary work(s) you propose to translate during the fellowship period. You must also include **seven copies**, clearly reproduced, of those portions of the original work which your sample translation renders.

If the project is a retranslation, you must include **seven copies,** clearly reproduced and labeled, of all existing published translations of approximate sample submitted.

Samples of work submitted for a collaboration must be the work of the collaborative team; all other samples must be independent work of the translator.

The applicant's legal name must appear on the first page of each copy of the manuscript material submitted.

Application materials cannot be returned. Be sure to keep a copy of what you send.

4. Application Acknowledgment Card and Application Checklist

Self-address and include in your application package the application acknowledgment card and the application checklist which appear on the back cover of these guidelines.

Send all required materials in one package to:

Information Management Division/LIT FEL, 8th Floor
National Endowment of the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Use Registered, First Class mail. Please note: U.S. Postal Service regulations prohibit the use of padded envelopes for registered parcels. Do not use Special Delivery or Special Handling. If you apply near the deadline, please allow us more time to return your acknowledgment card. We strongly recommend that you send materials "return receipt requested," which will serve as your immediate notification (and postmark proof) that the materials have reached the Endowment's Information Management Division.

(Continued on next page)

Important Information About Fellowships for Translators

The following are answers to some of the most commonly asked questions about Fellowships for Translators:

1. In order to be eligible to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication do not fulfill the requirements. No exceptions are made to the eligibility requirements.

2. You may receive a Translation Fellowship up to three times. However, you may not apply to this round of fellowships if you have received any type of Literature Program fellowship since December 1985 even if you received the fellowship in a genre other than translation.

3. You may submit only one application for a Literature Program fellowship this year. You may not apply for a translation and a creative writing fellowship in the same year, nor for more than one translation project.

4. We cannot accept joint applications. Fellowships are individual grants. However, you may use a translation fellowship to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project you must submit a statement of agreement signed by your collaborator.

5. Projects should be for translations of published literary material from any language into English only.

6. The sample translation must be from the same work as the one you propose to translate during the fellowship period.

7. Absolutely no changes or additions will be accepted in the project, resumes, or manuscript once your application has been submitted.

8. Your manuscript and resumes will be evaluated up to the maximum number of pages allowable. Do not send excess pages, as they will not be read by the panelists.

9. Only the names of the fellowship recipients will be announced. The names of rejected applicants are kept confidential.

10. The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

If you have questions about the guideline instructions or application procedures, please call the Literature Program (202/682-5451) before you apply.

Failure to follow the guideline instructions or failure to send a complete application package with all materials under one cover may mean that an application will not be considered by the panel.

Senior Fellowships for Literature

Two one-time fellowships of $40,000 each will be awarded to individuals who have made an extraordinary contribution to American literature over a lifetime of creative work. The intention is to support and honor creative writers and other literary professionals who have won the respect and acclaim of their peers but who are not necessarily widely known outside the literary community.

These fellowships are awarded to authors of fiction and literary nonfiction, poets, editors, translators, and other literary professionals who have expanded the boundaries of our literary heritage and whose example—both in their work and in their lifelong commitment to American letters—is invaluable to young writers. It is our hope that these fellowships will encourage them to continue writing and bring their work to the attention of a more general audience.

This category is not open to application. Fellowships will be awarded on the basis of nominations submitted to the Literature Program. Individuals nominated must have produced, throughout a lengthy career, a body of work which has received high critical acclaim. Nominees must be United States citizens or permanent residents of the U.S.

Any individual may submit up to two nominations which must be postmarked no later than July 2, 1990 and sent together with:

- A brief biographical sketch not to exceed one typewritten page, including your nominee's date of birth, and a list of publications (giving titles, publishers, and publication dates).
- A personal statement not to exceed two typewritten pages giving your reasons for making your nomination.
- If possible, the current address and telephone number of your nominee to:

Literature Program, Room 723
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5451

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

If you wish notification of receipt of nominations, you must enclose a self-addressed stamped postcard.

The Literature Advisory Panel and the National Council on the Arts will review and make recommendations to the Chairman of the National Endowment for the Arts for final decision on these fellowships. Senior Fellowships will be announced in late spring 1991.

Literary Publishing

Grants in this category provide assistance to the nation's noncommercial literary journals, to presses which publish contemporary creative writing of the highest quality including translations, and to nonprofit projects for the distribution of contemporary creative literature. Through these grants, the Literature Program hopes to encourage creative writing that reflects, in a diversity of styles and genres, the American experience; to foster a greater appreciation of poetry, fiction, literary essays and criticism, as well as literary translation; and to provide access to published creative literature.

Several types of grants are awarded: Assistance to Literary Magazines, Small Press Assistance, and Distribution Grants.

Assistance to Literary Magazines

These grants are awarded for publication projects. Examples include:

- Payments to authors and contributors for their work.
- Production, design, and related costs of issues.
- Efforts to improve distribution and to increase readership.
- Purchase of technical assistance, including marketing consulting and board development efforts.
- Development of local and private sources of financial support.

Eligibility

Literary magazines which meet the legal requirements on page 34 and have published at least three issues in the two years prior to the application deadline may apply. State arts agencies may apply on behalf of literary magazines in their states (one application per magazine). Also, individual literary magazine editors may apply for matching project fellowships.

The Literature Advisory Panel defines a magazine as a regularly appearing periodical whose name appears on the cover of every issue. Each issue must contain subscription information.

New literary magazines must have published three discrete issues, not counting any issue as double, during the eligibility period.

Review journals which include as a substantial portion of their regular format reviews and discussion of contemporary literature and literary publications are eligible in this category.

Magazines dedicated to special viewpoints or directed toward special audiences are eligible only if they publish substantial amounts of contemporary creative writing or literary reviewing. We do not support literary supplements to organizational newsletters.

Magazines which publish primarily plays and other theater-related material are not eligible here; they may wish to contact the Theater Program. (See "Other Programs of Interest/ Theater" on page 00.)

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Magazines with time extensions on more than one grant are not eligible to apply.

(Continued on next page)

Grant Amounts

Grants will range between $2,000 and $10,000. Grants are awarded on the condition that at least 10% of grant funds received be earmarked for writers.

Applicants should assess their needs carefully. In reviewing the amounts requested, the Literature Panel considers the frequency of publication, circulation, size and format of the magazine, sources of revenue, and other financial circumstances. Contact the Literature Program if you have any questions concerning the amount of your request. In general, grants will be awarded for the amount requested or not at all.

The Literature Panel recognizes the high costs of publishing prose. The Panel will keep this in mind when considering applications for fiction and creative non-fiction.

Grants may be used to pay only direct costs such as royalties, typesetting, design, printing, binding, paper, supplies, proofreading, editing, postage, distribution, warehousing, and promotion.

Endowment funds may not be used to pay for administrative salaries, administrative office space, equipment, entertainment or travel.

Matching Funds

Applicants are encouraged to match grants with cash, including anticipated sales and subscriptions. While in-kind contributions, such as the services of publishing staff, outside editorial assistance, use of facilities, and materials may be used as part of the match, no grant should be matched entirely with in-kind contributions. The Literature Program prefers that all grants over $5,000 be matched in cash on at least a dollar-for-dollar basis.

State and local arts agencies may provide nonfederal funds for a full or partial match.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Literary merit of the proposed project.
- Applicant's history of publishing contemporary literature of the highest quality.
- Production quality.
- Potential impact of the project, including distribution and sales.

Panelists also consider the following factors:

- Applicant's ability to carry out the project.
- Evidence that the applicant has budgeted appropriately for the project.
- Fiscal responsibility of the applicant.
- Support for the project from other sources.
- Inclusion of minority and women writers.
- Completeness and clarity of the application package.

Deadline and Announcement Dates

Applications must be postmarked no later than July 2, 1990 for projects scheduled to begin after May 1, 1991. Notices of approval or rejection will not be sent before April 1991.

We strongly recommend that you send materials "return receipt requested," which will serve as your immediate notification (and postmark proof) that the materials have reached the Endowment's Information Management Division.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

(Continued on next page)

Assistance to Literary Magazines, continued,
Application Requirements

Your application package must include the required number of copies of each of the items listed below.

1. **Three copies** of Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions for completing this form start on page 37; one blank form follows on pages 43–46.

   On the application form, provide plans and budget information on the project you wish to undertake with Endowment funds. If you are applying for support for publications costs of specific issues, include print runs, formats, and activities, such as distribution and promotion programs, to take place in conjunction with publication. If you are applying for projects other than the publication of issues, such as technical assistance or developmental activities, describe all activities and related costs. **All** applications must contain information about current circulation (paid, unpaid, and promotional), editorial and other staff, the year the magazine was founded, and the number of issues published to date. All applications must also include information on price per issue and publication dates.

   Note on application budget: Any "in-kind" contributions listed in Block X must be identified as a cost in Block VI.

2. **Three copies of** supporting material (three-page maximum) which, in order to put the Endowment-supported project into context, should include a description of your publishing plans (including complete editorial, distribution, promotion, and development information), and overall budget figures for the entire year for which support is requested.

   NOTE: Nothing beyond three pages will be reproduced for the panel.

3. In addition, enclose as part of your application package three copies each of the three most recent issues of your magazine. Application packages that do not include sample issues will be considered incomplete and may be returned.

   We are unable to return sample issues submitted as part of an application package. Contact the Literature Program before submitting rare or out-of-print samples.

4. The Program expects (a) that there will be a signed contract or letter of agreement between writers and the publishers, a sample of which must accompany the grantee's final report; and (b) that, when an issue is published with Endowment funds, copyright shall revert to the authors contributing to the funded issue, unless expressly transferred in writing by the authors.

(Continued on next page)

Small Press Assistance

Grants in this category assist the nation's noncommercial literary small presses and university and college presses with a substantial history of publishing contemporary creative literature of the highest quality.

Grants may be used to assist the publication, promotion, and distribution of books and anthologies of contemporary creative writing and translation, to implement organizational development plans, to purchase technical assistance, and to secure continuing local and private sources of financial support.

Eligibility

Small presses, and university and college presses which meet the legal requirements on page 34 and have published at least four volumes (of 24 pages or more each) of fiction, poetry, plays, or creative non-fiction in the past three years may apply. Books of 40,000 or more words will count as the equivalent of two volumes. State arts agencies may apply on behalf of small presses in their states (one application per press). Also, editors of small presses with operating budgets under $200,000 in the most recently completed fiscal period may apply for matching publication project grants. Presses with budgets over $200,000 must secure IRS tax-exempt status (see page 34) in order to be eligible.

The Literature Program does not fund books to which the author is required to make a financial contribution toward publication costs, or projects in which entry, handling, or readers' fees are charged. These are considered financial contributions. In addition, the Program does not fund reprints of titles supported under previous grants.

Presses publishing primarily plays or other theater-related material are not eligible here; they may wish to contact the Theater Program. (See "Other Programs of Interest/Theater" on page 32.)

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Presses with time extensions on more than one grant are not eligible to apply.

Grant Amounts

Grants generally ranging from $2,000 to $12,000 are available to all presses which meet the eligibility requirements. Grants ranging from $12,000 to $25,000 are available only to presses which published six or more volumes of 48 or more pages (books of 40,000 or more words will count as the equivalent of two volumes) in the year prior to the application. Presses which apply to publish a volume of literary prose of 40,000 or more words in a press run of 2,500 or more are eligible for up to $5,000 for that volume. This amount may be in addition to the grant amounts specified above.

Grants are awarded on the condition that the author(s) of an Endowment-supported publication receive a minimum of 10 percent of the sales income in cash (or the equivalent in copies) as at least partial payment of royalties. Preference will be given to presses which pay cash advances of royalties.

The Literary Advisory Panel urges applicants to consider carefully the amount requested. In general, grants will be awarded for the amount requested or not at all.

The Literature Panel recognizes the high costs of publishing prose. The Panel will keep this in mind when considering applications for fiction and creative non-fiction.

Grants may be used to pay only direct costs such as royalties, typesetting, design, printing, binding, paper, supplies, proofreading, editing, postage, distribution, warehousing, and promotion.

Endowment funds may not be used to pay for administrative salaries, administrative office space, equipment, entertainment or travel, nor may they be used to pay costs of self-publication or vanity press projects. In addition, presses may not use Endowment funds to pay costs of publishing books by faculty or staff members of their institutions.

(Continued on next page)

Small Press Assistance, continued, Matching Funds

Applicants are encouraged to match grants with cash, including anticipated sales. While in-kind contributions such as the services of publishing staff, outside editorial assistance, use of facilities, and materials may be used as part of the match, no grant should be matched entirely with in-kind contributions. The Literature Program prefers that all grants over $7,500 be matched in cash on at least a dollar-for-dollar basis.

State and local arts agencies may provide nonfederal funds for a full or partial match.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Literary merit of the proposed project.
- Applicant's history of publishing the highest quality contemporary literature.
- Production quality.
- Potential impact of the project.
- Evidence of an appropriate distribution and sales strategy.

Panelists also consider the following factors:

- Applicant's ability to carry out the project.
- Evidence that the applicant has budgeted appropriately for the project.
- Fiscal responsibility of the applicant.
- Support for the project from other sources.
- Inclusion of minority and women writers.
- Completeness and clarity of the application package.

Deadline and Announcement Dates

Applications must be postmarked no later than September 3, 1990 for projects scheduled to begin after May 1, 1991. Notices of approval or rejection will not be sent before April 1991.

We strongly recommend that you send materials "return receipt requested," which will serve as your immediate notification (and postmark proof) that the materials have reached the Endowment's Information Management Division.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Application Requirements

Your application package must include the required number of copies of each of the items listed below.

1. **Three copies** of Organization Grant Application Form NEA-3 (Rev.). Instructions for completing this form start on page 37; one blank form follows on pages 43–46.

   On the application form, provide plans and budget information on the project you wish to undertake with Endowment funds. Include tentative titles, authors, formats, press runs, promotion and distribution plans, and any other relevant information. Contact authors before listing them, and indicate which writers have agreed to publication. Note the year the press was founded and the number of books published to date.

   Note on application budget: Any "in-kind" contributions listed in Block X must be identified as a cost in Block VI.

(Continued on next page)

2. **Three copies of** supporting material (three-page maximum) which, in order to put the Endowment-supported project into context, should include a description of your publishing plans (including complete distribution, promotion, and development information), editorial plans (including a summary of each title and a brief biography of the author), and overall budget figures for the entire year for which support is requested.

   If you are applying for more than $12,000, also include a one-page letter specifying the titles and publication dates of the volumes which qualify you for the higher amount.

   NOTE: Nothing beyond three pages of supporting material (and a one-page letter for the higher grant, if applicable) will be reproduced for the panel.

3. As examples of past work, for grants up to $12,000, enclose **two copies** each of four books published since January 1, 1987 and **seven copies** of your current catalogue or brochure. For grants from $12,000 to $25,000, enclose **two copies** each of six books published since January 1, 1987 and **seven copies** of your current catalogue or brochure.

   Also include records of copies printed, exact dates of publication, copies sold, and royalties paid for at least three of the books you submit. Application packages that do not include sample volumes and records will be considered incomplete and may be returned. We are unable to return books submitted as part of an application package. Contact the Literature Program before submitting rare or expensive samples.

4. The Program expects (a) that there will be a signed contract or letter of agreement between writer and publisher, a copy of which must accompany the grantee's final reports, and (b) that when a book is published with Endowment funds, copyright shall reside with the author(s) contributing to the funded publications unless expressly transferred in writing by the author(s) to the publisher of the work. In addition, the Endowment expects that all supported books will carry an ISBN number.

Distribution Projects

Grants in this category assist projects that increase public access to works of contemporary literature of the highest quality. Grants may be used in a variety of ways, including:

- Assisting in the distribution of works of contemporary literary value.
- Maintaining availability of contemporary works of high literary merit which otherwise would be lost. (Grants for this kind of project will be awarded only to applicants with extensive experience in distribution and promotion.)
- Increasing community and audience involvement.
- Implementing organizational long-range plans, and developing local and private sources of income for the distribution of literary materials.

Eligibility

Distribution organizations which meet the legal requirements on page 00 may apply. Distributors must promote, warehouse, fulfill orders for, sell literary publications, and pay publishers for their books on a regular basis. If a qualified organization lacks the appropriate legal status, a nonprofit organization with that status must be found to act as sponsor before applying.

A magazine or press wishing to promote or distribute only its own work is not eligible for this type of grant, but may apply under Assistance to Literary Magazines or Small Press Assistance.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grants Amounts

Grants will range between $4,000 and $50,000.

Matching Funds

Applicants are encouraged to match grants with cash and to include in their budget cash salaries for key personnel. In addition, in-kind contributions (such as the services of staff, use of facilities, and materials) may be designated as part of the match; however, no grant may be matched entirely with in-kind contributions. State and local arts agencies may provide nonfederal funds for a full or partial match.

Donated publications may not be designated as matching contributions. The Literature Advisory Panel urges applicants to purchase the publications they distribute.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Potential impact of the project in increasing public access to and awareness of contemporary literary works of the highest quality.
- Literary quality of the works distributed.
- Quality of services provided, and regularity of payment to publishers.

Panelists also consider the following factors:

- Organization's experience with distribution and ability to carry out the project.
- Level of earned income.
- Fiscal responsibility of the applicant.
- Inclusion of minority and women writers in distribution projects.
- Completeness and clarity of the application package.

(Continued on next page)

Distribution Projects
continued

Before applying, interested organizations must contact the Literature Program.

Deadline and Announcement Dates

Applications must be postmarked no later than September 11, 1990 for projects to begin after May 1, 1991. Notices of approval or rejection will not be sent before April 1991.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Application Requirements

If, after contacting the Literature Program, you decide to apply, you must send:

Three copies of Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions for completing this form start on page 37; one blank form follows on pages 43–46.

In addition, your application package must include **three copies** of no more than five pages providing the following information:

1. A brief history of the organization's experience with distribution.
2. Brief resumes of key personnel.
3. A description of your short-term objectives and, if relevant, long-range plans.
4. A description of your strategy for getting books off your shelves and into the hands of readers.
5. A description of the process used to select project participants and materials to be distributed.
6. Number of titles, number of presses, and documentation of terms of payment for materials used in the project.
7. Budgetary information and plans for the entire year for which support is requested.
8. Unit sales figures for the previous fiscal year.
9. A statement on how you plan to evaluate your project.
10. For previous grantees, specific project evaluations and data on the use of funds (including total volumes sold, number of presses involved, and net and gross sales tabulations) expended in the most recent 12 month period.

Applicants may also include, as part of their application package, a folder of supporting material including catalogues, newsletters, flyers, and other promotional material.

Audience Development

These grants are designed to promote and develop audiences for contemporary creative writing of the highest quality. Three types of grants are awarded: Residencies for Writers and Reading Series, Assistance to Literary Centers, and Audience Development Project Grants.

Residencies for Writers and Reading Series

Grants in this category support residencies and reading series of the highest quality for published writers of poetry, fiction, and creative non-fiction; performance poets; and translators.

The Literature Advisory Panel gives preference to high quality residency and reading series projects that:

- Develop new audiences for creative writers, particularly those just achieving recognition.
- Involve creative writers in varied programs and with varied communities.
- Support literary programs in communities and populations traditionally underserved.

Generally, festivals and conferences will not be supported.

In no case will the Literature Program support conferences which:

- Charge inappropriate registration fees.
- Focus on manuscript workshops.

Those interested in the production of commissioned works should contact the appropriate Endowment program (Theater, Media Arts, or Opera-Musical Theater) for additional information. (See "Other Programs of Interest" on page 32).

Eligibility

Grants are available to organizations which meet the legal requirements on page 34, including state arts agencies, colleges, universities, libraries, museums, art centers, radio and television stations, and other professional and community organizations. Elementary and secondary schools are not eligible.

An organization may submit only one application in this category.

Grants are available only on an every-other-year basis: Organizations that were awarded Residencies for Writers grants in calendar year 1989 are not eligible to apply this year. In cases where a writer-in-residence at a college or university will spend time in conference or in classroom with degree candidates, the costs of the portion of the writers' fees are expected to be paid by the college or university sponsor. Grants will not be awarded to supplement or replace faculty or staff salaries.

Cosponsorship of projects is encouraged. However, only one organization may act as legal applicant. Applicant organizations are encouraged to cooperate with other organizations in their locale in planning and scheduling.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letter dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

(Continued on next page)

Residencies for Writers, and Reading Series, continued, Grant Amounts

Organizations may request up to $10,000. In most cases, grants will be less.

Grants in this category usually are given in the amount requested or not at all.

The Literature Panel expects the payment of professional level fees to writers. Grant funds are for writers' fees, cost of travel, and per diem expenses. In no case may the amount requested exceed these costs. Grant funds are available for up to $500 per day per writer plus the cost of travel and per diem expenses. If higher fees are paid, the applicant organization must use funds from other sources to pay the additional cost.

Matching Funds

Grants must be matched at least one-to-one by the sponsoring organization. State and local arts agencies may provide nonfederal funds for a full or partial match.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Potential of the proposed project to develop new audiences for creative writers, particularly those just achieving recognition.
- Literary merit of the proposed project, and, where applicable, of similar activities sponsored in the past by the applicant.
- Extent to which proposed project will serve and involve communities and/or audiences traditionally underserved.
- Length and scope of proposed project.

Panelists also consider the following factors:

- Cooperation with other organizations in the area in planning and scheduling projects.
- Extent to which the applicant organization is willing to commit non-Endowment funds toward writers' fees.
- Applicant's ability to carry out the project.
- Inclusion of minority and women writers.
- Mechanisms for evaluation of the project.
- For projects involving tape, video, film, or audio recording, plans for distribution and use of material produced.
- Completeness and clarity of the application package.

Deadline and Announcement Dates

Applications must be postmarked no later than December 4, 1989, for residencies scheduled to begin after September 1, 1990. Notices of approval or rejection will not be sent before July 1990.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

(Continued on next page)

Your application package must include the required number of copies of each of the items listed below.

Three copies of Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions for completing this form start on page 37; one blank form follows pages 43–46.

Section V of the Organization Grant Application Form must provide:

- A list of writers being considered. **Indicate which writers you have contacted and which have agreed to participate.** (The Literature Panel urges that you contact all writers before listing them. Documentation will strengthen your case.)
- A brief description of the proposed project including a discussion of the audience and how it will be served.
- Anticipated locations of residencies and reading series.
- Potential local sponsors and sites.

You may use one additional page for the information listed above.

All applicants must also submit a one-page supplemental information sheet which contains:

1. Brief publishing history of each writer being considered for this project.

2. If you have previously conducted residencies and/or reading series, a list of writers who participated in your most recent season. (Lack of experience, by itself, will not exclude an applicant from consideration for a grant.)

In addition, you may include as part of your application package one folder of supporting materials (press clippings, posters, brochures, and fliers from previous residencies and/or reading series). The Literature Panel encourages sponsors to make copies of participating authors' books available for sale during the events.

If tape, video, film, or audio recordings are planned, you must include as part of your application package a notice of terms of participation, distribution, and use of material produced. Recordings of any kind may not be made without written agreement of the writer, a copy of which must be sent to the Literature Program.

If you intend to commission work, you must enclose a statement of terms of agreement with the writer.

Assistance to Literary Centers

A limited number of grants assist community-based, non-commercial literary centers which offer to the public a wide variety of activities contributing to the long-term growth and development of the literary community and its audiences.

Other literary organizations which do not offer a wide variety of activities, but which primarily sponsor reading series and residencies, should consult the Residencies for Writers and Reading Series category on page 24.

The Literature Advisory Panel welcomes applications from centers involving previously underserved constituencies.

Eligibility

Literary centers which meet the legal requirements on page 34, have had IRS-determined tax-exempt status and permanent facilities for at least two years, and which have professional staff may apply.

Centers must include most of the following as primary activities.

- Providing meeting space and use of other facilities to creative writers.
- Providing public access to contemporary literary publications, collections, and resource materials.
- Presenting contemporary literary works through readings, performances, and exhibits.
- Presenting a regular program of residencies and workshops.
- Offering instruction and guidance in printing, design techniques, and word processing.
- Offering technical and professional assistance.

Centers must have organizational autonomy as evidenced by a board of directors (or board committee), a permanent staff, and a self-contained budget.

Centers which are not primarily literary or which serve a variety of art forms are not eligible here; they may wish to contact the Inter-Arts Program guidelines. (See "Other Programs of Interest/Inter-Arts," page 32).

Regional branches of national organizations, libraries, writers colonies, service organizations, and centers part of or affiliated with colleges or universities are not eligible in this category. Membership organizations are eligible only if their activities and facilities are open to a diverse public.

Grantees in this category generally will not be eligible for support in other Literature Program categories.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grant Amounts

Organizations may request up to $40,000. In most cases, grants will be for less. Applicants who have not received a grant in this category must limit their request to $10,000 or less. Organizations requesting the maximum amount must demonstrate realistic plans for fundraising, staff development, and other organizational strengthening.

(Continued on next page)

Assistance to Literary Centers, continued, Matching Funds

Grants should be matched in cash on at least a one-to-one basis. Preference will be given to organizations which match on a two-to-one or three-to-one cash basis. Literary centers should have a broad base of local, state, and/or regional public and private support. Endowment funds should supplement, not replace, other means of support.

When completing the application form, be sure your budget covers your organization's total projected activities. Also indicate the specific uses for which Endowment funds are requested.

State and local arts agencies may provide nonfederal funds for a full or partial match.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Literary merit of the center's programming.
- Quality and diversity of services and facilities provided to both creative writers and the public.
- Center's ability to contribute to the growth and development of the literary community.

Panelists also consider the following factors:

- Support for the project from other sources.
- Fiscal responsibility of the applicant.
- Evidence that the applicant has budgeted appropriately.
- Inclusion of minority and women writers.
- Completeness and clarity of the application package.

Deadlines and Announcement Dates

Before applying, interested organizations must contact the Literature Program.

Applications must be postmarked no later than December 4, 1989 for projects scheduled to begin after October 1, 1990. Notices of approval or rejection will not be sent before September 1990.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Application Requirements

If, after contracting the Literature Program, you decide to apply, you must send:

Three copies of Organizational Application Form NEA-3 (Rev.). Instructions for completing this form start on page 37; one blank form follows on pages 43–46.

In addition, your application package must include **three copies** of no more than five pages providing the following information:

- A brief history of your organization, an overview of current activities, and documentation of community support.
- A brief description of staffing pattern and personnel qualifications; board structure and functions; an organizational chart.
- Complete description of plans for artistic activities (readings, performance, workshops, residencies, exhibits, etcetera), including a list of proposed participants or a complete list of those who have participated in the past year, or both.
- Organizational plans (e.g., technical assistance, fundraising, staff development, evaluation mechanisms) for the period of support for which funds are requested. (Please indicate which activities are new and which are ongoing.)
- Brief budget summaries for the past three years.
- Detailed line-item budget break-out of how requested Arts Endowment funds would be used.

You may also include as part of your application package one folder of supporting materials (press clippings, posters, brochures, workshop schedules, etc.).

Audience Development Projects

Grants in this category are awarded for a variety of projects that develop audiences for literature of the highest quality, including:

- Cooperative literary promotion projects.
- Small press bookfairs.
- Projects which distribute literary review materials, such as syndicated review networks.
- Media projects which promote literature or literary publishing.

We do not support literary supplements to organizational newsletters.

In addition, we generally do not fund festivals and conferences; in no event will the Literature Program support conferences which:

- Charge inappropriate registration fees.
- Focus on manuscript workshops.

The Literature Advisory Panel recommends that poets, fiction writers, critics, and editors be given serious consideration for employment on these projects and that key personnel be paid cash salaries.

The Panel also urges organizations to make outright purchases of publications whenever possible. Applicants are encouraged to show community involvement and financial support from sources other than the Endowment.

Eligibility

Organizations which meet the legal requirements on page 34 may apply.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grant Amounts

In general, grants will range between $2,000 and $20,000.

Matching Funds

Grants must be matched at least one-to-one, and applicants are encouraged to match grants with cash and to include in their budgets cash salaries for key personnel. In addition, in-kind contributions may be designated as part of the match. However, no grant may be matched entirely with in-kind contributions.

State and local arts agencies may provide nonfederal funds for a full or partial match.

Review Criteria

In reviewing applications, advisory panelists consider primarily:

- Literary merit of the proposed project.
- Potential impact of the project on the proposed audience.

Panelists also consider the following factors:

- Applicant's ability to carry out the project.
- Evidence that the applicant has budgeted appropriately for the project.
- General fiscal and organizational responsibility of the applicant.
- Inclusion of minority and women writers.
- Mechanisms for evaluation of the project.
- For projects involving tape, video, film, or audio recording, plans for distribution and use of material produced.
- Completeness and clarity of the application package.

(Continued on next page)

Audience Development Projects, continued, Deadline and Announcement Dates

Applications must be postmarked no later than December 4, 1989, for projects scheduled to begin after October 1, 1990. Notices of approval or rejection will not be sent before September 1990.
Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Application Requirements

If, after contacting the Literature Program, you decide to apply, you must send:

Three copies of Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions for completing this form start on page 37; one blank form follows on pages 43–46.

In addition, your application package must include **three copies** of no more than four pages providing the following information.

- Brief descripitions of key personnel involved in the project including the board of directors, where applicable.
- A list of participants and terms for participation.
- Planning and budgetary information for the entire year during which support is requested, with specific detail on how the requested funds would be used.
- History of the organization and its experience in promotion.

You may also include as part of your application package one folder of supporting materials (press clippings, posters, brochures, catalogues, audio tapes, etc.).

Professional Development

Professional Development grants are awarded to a limited number of national organizations which provide professional assistance to creative writers and a limited number of unique literary projects not eligible for support in other categories.

These must conform to the spirit of Literature Program guidelines by being responsive to contemporary writing and the needs of writers. Projects which are eligible for support in other categories are not eligible in the Professional Development category. Very few grants will be made in this category.

Eligibility

Organizations which meet the legal requirements on page 34 and whose primary function for several years has been to provide assistance to contemporary creative writers or to sponsor literary programs are eligible to apply.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Report Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 5 for important information.

Grant Amounts and Matching Funds

There are no minimum or maximum grant amounts. The scope and importance of the project and the availability of funds determine grant levels. Grants will generally require at least a one-to-one match.

Review Criteria

In reviewing applications, advisory panelists consider:

- Importance of the activity to the field.
- Quality and effectiveness of services provided.
- Literary artists and organizations served.
- Fiscal responsibility of the applicant.
- Evidence that the applicant has budgeted appropriately.
- Inclusion and participation of minorities and women on Boards and staff.
- Support for the project from other sources.
- Completeness and clarity of the application package.

Deadline and Announcement Dates

Please contact the Literature Program (202/682-5451) before applying.

Applications must be postmarked on or before Jan. 11, 1990 for projects scheduled to begin after October 1, 1990. Notices of approval or rejection will not be sent before October 1990. Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Application Requirements

Your application package must include **three copies** of each of the items listed below.

- Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions for completing this form start on page 37; one blank form follows on pages 43–46.
- Resumes for key personnel (two page maximum).
- List of board of directors and/or advisory committees.
- Detailed organizational budgets for the past three years.
- Detailed line-item budget break-out of how Arts Endowment funds would be used.
- Lists of literary works involved in current and projected year's activities (including translators and translations, where relevant).
- Brief history of your organization, an overview of current activities, and documentation of community support (five-page maximum).
- Statement on how you plan to evaluate your project, if applicable.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment of the Arts, available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the literature field are described briefly below. For further information, call the number provided or write:

_____(Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Arts in Education

The Arts in Education Program provides grants to state arts agencies to advance the arts as basic in education. For information on these grants, please contact your state arts agency or the Endowment's Arts in Education Program (202/682-5426).

In addition, the Program provides Special Projects grants directly to non-profit organizations which are undertaking high-quality arts education projects of regional or national significance. For information on these grants, please contact the Endowment's Arts in Education Program (202/682-5426).

Expansion Arts

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artist communities, multidisciplinary service organizations, and artists' projects: new forms (the creation and production of new work that extends or explores new artistic forms). (202/682-5444)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Music

The Composer category of the Endowment's Music Program offers fellowships to composers and their collaborators, including poets and other creative writers. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. (202/682-5447)

Theater

The Theater Program assists professional theater companies, professional theater training, playwrights, mimes, solo performance artists, designers, directors, and professional theater presenters. (202/682-5425)

Challenge Grants

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Advancement Grants (generally ranging from $25,000 to $75,000) which must be matched at least three to one. Current plans call for eligibility according to the following timetable:

Fiscal year 1991: Arts in Education, Design Arts, Inter-Arts, Museums, Music, and Theater;
Fiscal year 1992: Dance, Expansion Arts, Folk Arts, **Literature**, Media Arts, Opera-Musical Theater, and Visual Arts.

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the discipline program.

A similar exchange opportunity for up to ten artists each year has been established with France. Please contact the discipline program for further information.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for $3.75 each (specify stock number 036-000-00047-3).

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

- Comply with the Federal requirements specified in "Assurance of Compliance" which follows.

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

Assurance of Compliance

By signing the application, the applicant agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (229 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any operations or activities of recipient of Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant thereby **Gives Assurance** that it immediately will take any measures necessary to comply.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

(Continued on next page)

Assurance of Compliance, continued

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that it will include this clause without modification in all lower tier covered transactions (excluding contracts under $25,000), solicitations, and proposals. Where the applicant or any lower tier participant is unable to certify to this statement, it shall include an explanation as part of the application package.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), an organizational applicant certifies that it will provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing a drug-free awareness program in inform employees about—
  (1) the dangers of drug abuse in the workplace;
  (2) the grantee's policy of maintaining a drug-free workplace;
  (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  (1) abide by the terms of the statement; and
  (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) notifying the agency within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;

(f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee or otherwise receiving actual notice of such conviction;
  (1) taking appropriate personnel action against such an employee, up to including termination; or
  (2) requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

NOTE: An individual project applicant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this application is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears on the application.

Reporting Burden

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing burden, to: Program Coordination Office, Room 516, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0049), Washington, D.C. 20503.

All applicant organizations must send the following materials, as well as those listed in "Application Requirements" for their category, under one cover to:

Information Management Division/LIT, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of the Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form start on the following page. Applications must be typed and clearly legible.

   Block XI (your proposed financing) plus Block VII (amount requested from the Endowment) must equal Block VI (total project cost). Any in-kind contribution you may list in Block X must be identified as a cost in Block VI. Since Endowment grants must be matched dollar for dollar, Block VII must not exceed 50 percent of Block VI.

2. The Internal Revenue Service determination letter for tax-exempt status or a copy of the official document identifying the applicant as a unit of state or local government. This determination letter is required of all applicant presses whose operating budgets for the most recently completed fiscal period were over $200,000.

3. The self-addressed application acknowledgment and other cards, which appear on the back cover of these guidelines.

No material submitted to the Endowment will be returned to the applicant.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

(Fellowship applicants should refer to "Application Requirements" for their category for full information on how to apply.)

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Final Reports must not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)

These instructions are keyed to the numbered sections of the application form found on pages 43–46.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or the official document identifying the organization as a unit of either state or local government.

II. **Category under which support is requested.** Please indicate the appropriate category and sub-category.

Literary Publishing
- Literary Magazines
- Small Presses
- Distribution Projects

Audience Development
- Residencies for Writers and Reading Series
- Literary Centers
- Audience Development Projects

Professional Development

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project.

IV. **EIN.** Federal Employer Identification Number. Do not use a Social Security Number (unless you are a literary magazine editor applying under "Assistance to Literary Magazines;" or the editor of a small press with an operating budget under $200,000 applying under "Small Press Assistance").

V. **Summary of proposed activity.** In the space provided, specify clearly how the requested funds will be spent. Refer to "Application Requirements" under each category for the required information.

VI. **Estimated number of persons expected to benefit from the project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly from the project for which support is requested.

VII. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction X for further explanation.

VIII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

IX. **Organization total fiscal activity.**

A. **Expenses** should reflect total expenses for the years indicated, including Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should reflect total income for the years indicated, including Endowment grants received and anticipated.

(Continued on next page)

X. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the proposed activities.

1. **Salaries and wages** must be estimated at rates no less than the prevailing minimum compensation as set out in the Code of Federal Regulations. See page 34. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $5,000 per unit or with an estimated useful life of one year or less.

3. **Travel** must be estimated according to the applicants' established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing $5000 or more per unit with an estimated useful life of more than one year. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, telephone, photocopying, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount for each person. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 or another Federal agency. A copy of the agreement must accompany the application.

XI. Contributions, grants, and revenues. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. Contributions:

1. **Cash** donations anticipated for this project.

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on the activities for which support is requested. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for specified purposes.

C. Revenues include all other funds, regardless of source, expected to be used on this project.

(Continued on next page)

XII. **Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must have been submitted to maintain eligibility. Do not include with your application package.

XIII. **Delinquent Debt.** Applicant certifies that it is not delinquent on any Federal debt or, if it is, provides explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances,* benefit overpayments

*Recipients of a "Notice of Grants Cost Disallowances" letter who have not repaid the disallowed amount or who have not resolved the disallowance are considered to be delinquent.

XIV. **Certification.** must bear an original signature by an official of the applicant organization with legal authority to obligate the organization (Authorizing Official). See also "Assurance of Compliance" on pages 34–35.

NOTE: This booklet contains one copy of the NEA–3 (Rev.) application form. If you are applying for assistance in more than one category, you may request additional forms from the Program, or you may photocopy the blank form before filling in.

Please do not send carbon copies of application material.

OMB No. 3135–0049 Expires 8/31/91

Literature
Fiscal Year 1991

Individual Grant Application Form NEA–2 (Rev.)

This application form must be submitted in triplicate together with other required materials and mailed to: Information Management Division/LIT FEL, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W. Washington, D.C. 20506

1. Name (last, first, middle initial)

2. Permanent mailing address/phone

3. Present mailing address/phone

4. Literature Program Fellowships
Check one:
☐ Fiction
☐ Poetry
☐ Creative Non-fiction
☐ Translation
Specify Language: _____
☐ Collaboration

5. U.S. Citizenship
☐ Yes ☐ No (Visa Number: _____)

6. Professional field or discipline:

7.
_____
Birthdate
_____
Place of birth
_____
Social Security Number

8. Period of support requested
Starting
_____
month day year
Ending
_____
month day year

9. Fellowship for Creative Writer: Amount requested: $20,000. No project description necessary.

10. Translators: Amount requested (circle one): $10,000 $20,000
Description of proposed activity

11. Summary of Publications (Use this space to document your eligibility.)

Titles	Name of Magazine or Press (Include address and phone number)	Publication Dates

(Continued on reverse)

11. Summary of publications (continued)

12. Education

Name of Institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

14. Present employment

Employer	Position/Occupation

15. Prizes/Honors received	Membership/professional societies

16. Final Reports

XI. Final Reports on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must have been submitted to maintain eligibility. Do not include with your application package.

_____ Yes _____No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

17. Delinquent Debt

Are you delinquent on repayment of any Federal debt (e.g. student loans, delinquent taxes)? _____ Yes _____ No. If yes, provide explanatory information on a separate sheet.

18. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge. I also certify that, in compliance with the Drug-Free Workplace Act of 1988, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with the grant.

x _____ _____

Signature of applicant Date

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 36. AND, IF AFFPLICABLE THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation of the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Statistics are compiled without applicants' names. Failure to provide the requested information could result in rejection of your application.

OMB No. 3135–0049 Expires 8/31/91

Literature
Fiscal Year 1991

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate together with other required materials and mailed to: Information Management Division/LIT, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

II. Category under which support is requested:

- ☐ Literary Publishing
  - ____Literary Magazines
  - ____Small Presses
  - ____Distribution Projects
- ☐ Audience Development
  - ____Residencies for Writers and Reading Series
  - ____Literary Centers
  - ____Audience Development Projects
- ☐ Professional Development

III. Period of support requested:

Starting _____ (month) (day) (year)

Ending _____ (month) (day) (year)

IV. EIN: _____

V. Summary of project description. Specify clearly how the requested funds will be spent. (Complete in space provided unless "Application Requirements" for your category specify otherwise).

VI. Estimated number of persons expected to benefit from this project

VII. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of activity
A. Direct costs	$
Salaries and wages	
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Fees and other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

IX. Total amount requested from the National Endowment for the Arts $ _____

NOTE: This amount (Amount requested): $ _____
PLUS Total contributions, grants, and revenues (X., page 3): + _____
MUST EQUAL Total project costs (VI. above): = _____

VIII. Organization total fiscal activity	Most recently completed fiscal year	Estimated for fiscal year related to grant
A. Expenses	1. $	2. $
B. Revenues, grants, & contrjbutions	1. $	2. $

Do not write in this space

PYS _____

X. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____
Add fringe benefits $ _____
Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____
Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent equipment

	Amount $
Total permanent equipment	$

5. Fees for services and other expenses (list each item separately)

	Amount $
Total fees and other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____ Amount $ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash Amount $ _____

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XII. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983)?

_____Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XII. Delinquent Debt

Are you delinquent on repayment of any Federal debt? _____ Yes _____ No.
If yes, provide explanatory information on a separate sheet.

XIV. Certification

The Authorizing Official (s) certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

The Authorizing Official(s) also certify that the applicant will comply with the Federal requirements specified under "Assurance of Compliance" on pages 00–00.

Authorizing official(s)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 00 AND THE APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Notes:

Notes:

Literature Program, Room 723
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA-635

Literature Program, Room 723
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA-635

Samples and/or Supplementary Materials:

List the title or numbered issue for the required number of samples below.
See "Application Requirements" for your category.

All applicants should complete the Application Acknowledgment Card and Application Checklist below and return them with their application package.

FY 1991 Literature Program **Application Acknowledgment Card**

Please address the reverse side of this card to yourself.

This card will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts. In all future inquiries, refer to your application number, which is:

Application Number—Endowment Use Only Date

Please address the reverse side of this card to yourself.

Application Checklist

Complete the checklist below to make sure that all required materials are included in your application package. **Please include this checklist in your application package. Incomplete applications are unlikely to be funded.**

All applicants
- ☐ Application form (3 copies)
- ☐ Completed application cards

Literary Publishing, Professional Development, and Audience Development
- ☐ IRS letter (unless application from editor of press with budget under $200,000)
- ☐ Supporting narrative (See "Application Requirements" for your category)
- ☐ Samples of work (Literary Publishing only)
- ☐ Folder of supporting materials (Distribution Projects and Audience Development only)

Fellowship for Creative Writers: Fiction, Poetry, and Creative Non-Fiction
- ☐ Manuscript materials (5 copies)
- ☐ Unnumbered cover page (one copy)

Translators
- ☐ Translator's resume (3 copies)
- ☐ Author(s)' resume (3 copies)
- ☐ Translated manuscript (7 copies)
- ☐ Original manuscript (7 copies)

Endowment Use Only

Application Information Card—Organizations

Literary Publishing, Audience Development, and Professional Development applicants, please complete both sides of this card.

Application Number—Endowment Use Only Date

INFORMATION BELOW TO BE FILLED IN BY APPLICANT:

Contact

Name of Organization

Address (notification will be sent to this address)

City, state, zip code

Telephone number with area code

Amount requested Category

Literature Program, Room 723
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts
NEA–635